

# RULES FOR LOUISIANA DISTRICT COURTS

## TITLES I, II, and III

### Sixth Judicial District Court

#### Parishes of East Carroll, Madison and Tensas

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**Chapter:** 2                      **Chapter Title:** Dates of Court

**Appendix** 1                      None.

**Rule No:** 2.0

Local Holidays in Addition to  
Legal Holidays  
Listed in La. R.S. 1:55  
See 2004 Amendment to La.  
R.S. 1:55(E)(1)(b) which, by  
reference to La. R.S.  
1:55(B)(1)(a), adds Mardi Gras  
Day and General Election Day  
as legal holidays.

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**Chapter:** 3                      **Chapter Title:** Judges and Facsimile Transmissions to the Court

**Appendix** 2                      Judges are elected to Division A and Division B

**Rule No:** 3.1

Divisions or Sections of Court

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**Appendix** 3                      Cases are assigned to a division by the Judicial Administrator with odd numbered cases falling  
**Rule No:** 3.2 and 9.3                      in Division A and even numbered cases falling in Division B. The court en banc may reassign  
cases to another division.

Duty Judges; Allotments;  
Signing of Pleadings in  
Allotted and Non-Allotted  
Cases                      Defaults and routine matters may be taken up in either division regardless of assignment.

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**Chapter:** 4                      **Chapter Title:** Court Personnel

**Appendix** 4                      Sandra Bishop  
**Rule No:** 4.1                      Court Administrator  
6th Judicial District Court  
P. O. Box 1271  
Tallulah, LA 71284-1271  
Telephone: (318) 574-2635  
Facsimile: (318) 574-0534  
E-Mail: sandra6jdc@bellsouth.net

Judicial Administrators and  
Clerks of Court

Hon. Beatrice Allen Carter  
Clerk of Court

Parish of East Carroll  
400 First Street, Suite 3  
Lake Providence, LA 71254  
Telephone: (318) 559-2399  
Facsimile: (318) 559-0037  
E-Mail: eastcarrollparis@bellsouth.net

Hon. Marion Hopkins  
Clerk of Court  
Parish of Madison  
P. O. Box 1710  
Tallulah, LA 71282  
Telephone: (318) 574-0655  
Facsimile: (318) 574-3961  
E-Mail: mpcofc@bellsouth.net

Hon. Ernest L. Sikes  
Clerk of Court  
Parish of Tensas  
P. O. Box 78  
St. Joseph, LA 71366  
Telephone: (318) 766-3921  
Facsimile: (318) 766-3926  
E-Mail: tensasclerk@bellsouth.net

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**Chapter:** 5                      **Chapter Title:** Courtroom Use, Accessibility and Security

**Appendix** 5A                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5A.PDF>

**Rule No:** 5.1

Americans with Disabilities  
Form

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**Appendix** 5B                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5b.PDF>

**Rule No:** 5.2

Request for Interpreter and  
Order

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**Appendix** 5C                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5C.PDF>

**Rule No:** 5.1

Interpreters Oath

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**Chapter:** 8                      **Chapter Title:** Indigents and In Forma Pauperis

**Appendix** 6                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX6.PDF>

**Rule No:** 8.0



B. In cases in which a pre trial conference will be held, the pre trial statements shall be served on the court and all parties at least ten working days prior to the date set for the pre trial conference unless otherwise ordered by the court. In cases in which no pre trial conference will be held, the pre trial statements shall be served upon the court and upon all parties at least ten business days prior to the trial.

The combined pre trial statements submitted by all parties, together with additions, instructions, or comments by the trial judge will be filed as a pre trial order and will thereafter control the trial. No deviations as to issues or witnesses will be allowed at the trial except by special order of the judge after good cause is shown. Pre trial conferences shall be attended by the counsel who will be present during and actively involved in the trial of the case. Each attorney attending the pre trial conference shall bring with him a list of all previously fixed trials and other commitments for the next sixty days, for the purpose of setting a trial date. At the conclusion of the conference, the judge will fix the date for the trial of the case.

C. Failure to comply with this rule in any regard by a party or his attorney will subject these attorneys to the disciplinary and contempt powers of the Court. Except for good cause shown, no other witnesses may be called to testify nor any other documents or exhibits presented at trial except for those witnesses and those items of documentary evidence set forth in the respective pre trial statements.

D. Unless dispensed with by the court in advance, all parties in all contested civil cases tried by the court shall submit to the court a pre trial memorandum not later than ten (10) working days prior to trial. Failure to timely file briefs shall deprive that party of any right to oral argument.

The original copy of the memorandum shall be filed with the Clerk of Court in the parish where the action is pending. A courtesy copy shall be mailed to the presiding judge at that judge's office address.

The memorandum shall contain:

1. A statement of facts the attorney thinks the evidence will show.
2. In the event the attorney believes the facts will be controverted, a statement as to the controverted issues of fact.
3. A brief statement as to contested issues of law, and case citations for those matters which the attorney believes support his/her position in the matter.
4. Citation of any other applicable cases which the attorney wishes to call to the court's attention.

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**Chapter:** 13

**Chapter Title:** Civil Litigation Filed by Inmates

**Appendix** 9A

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9a.PDF>

**Rule No:** 13.0

Petition for Judicial Review

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**Appendix** 9B

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9b.PDF>

**Rule No:** 13.0

Pro Se Prisoner-Plaintiff's  
Portion of the Pre-Trial Order

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**Appendix** 9C

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9c.PDF>

**Rule No:** 13.3

Application to Proceed In  
Forma Pauperis Filed in  
District Court

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**Appendix** 9D

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9d.PDF>

**Rule No:** 13.3

Motion to Proceed In Forma  
Pauperis on Appeals/Writs

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**Appendix** 10

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX10.PDF>

**Rule No:** 13.2

In Forma Pauperis Application;  
Civil Litigation Filed by  
Inmate - Appeal

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**Chapter:** 14

**Chapter Title:** Allotment of Cases

**Appendix** 11

Odd numbered cases are assigned to Division A and even numbered cases are assigned to Division B.

**Rule No:** 14.0

System of Random Allotment  
of Criminal Cases (Other than  
Traffic, Wildlife, and Appeals  
from Lower Courts)

Criminal cases may be arraigned in the available division, regardless of assignment.

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**Appendix** 12

No different rule.

**Rule No:** 14.0

Random Allotment Traffic  
Offenses, Wildlife Offenses,  
and Appeals from Courts of  
Limited Jurisdiction

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**Appendix** 13

Adopts Rule 14.1.

**Rule No:** 14.1

Allotment - Defendant with  
More than One Felony Case

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**Chapter:** 15

**Chapter Title:** Assignment of Cases and Preliminary Motions

<b>Appendix</b> 14 <b>Rule No:</b> 15.0	A pre trial conference or status conference in criminal cases may be requested by counsel for either party by written request to the Judicial Administrator or presiding judge.
Assignment of Cases, Filing of Motions, Pre-Trial and Status Conferences	All criminal cases must be filed with the Clerk of Court at least two days before being taken up in court. The court may waive this rule in its discretion, but all (civil and criminal) must have a docket number before being taken up in court.
<b>Appendix</b> 15 <b>Rule No:</b> 15.1	None.
Alternative Method of Service on District Attorney	
<b>Appendix</b> 16 <b>Rule No:</b> 15.2	The appearance of arrested persons pursuant to C.Cr.P. Art. 230.1 may be made in person, by telephone or by audio video electronic equipment, at the discretion of the presiding judge.
Appointment of Counsel	<p>The custodian of the prisoner shall make notation on a form approved by the court of the date and time of such appointment, the division of the court making the appointment and the name of the officer or deputy of the custodian verifying the conversation. The original of this form shall be delivered to the Clerk of Court for filing in the record and notation in the minutes of the court. A copy shall also be delivered to the District Attorney, and to the office of any attorney appointed to represent an indigent defendant.</p> <p>If defendant makes bond before the 72 hour hearing counsel for indigent is appointed at arraignment.</p>
<b>Chapter:</b> 18	<b>Chapter Title: Arraignment</b>
<b>Appendix</b> 17	<a href="http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX17.PDF">http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX17.PDF</a>
<b>Rule No:</b> 18.0	
Waiver of Formal Arraignment	
<b>Chapter:</b> 19	<b>Chapter Title: Simultaneous Peremptory Challenges</b>
<b>Appendix</b> 18 <b>Rule No:</b> 19.0	Pursuant to Code of Criminal Procedure Article 788, the court adopts this rule to provide for a system of simultaneous exercise of peremptory challenges. At the conclusion of the examination of prospective jurors as provided in Article 786, those prospective jurors who have not been excused pursuant to a challenge for cause shall be tendered to the state and the defendant(s) for simultaneous exercise of peremptory challenge in writing in a manner to be determined by the court.
Simultaneous Peremptory Challenges	